



Wichita Police Department Policy Manual

Approved by:

Policy 516 - Informants

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Maintained by:
Special Investigations

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- 516.01 A "confidential informant" is a person who supplies information on a confidential basis with the understanding that the person's identification will not be made known. No officer will reveal the name of any confidential informant under any circumstances, except as provided for in this policy.
- 516.02 A master confidential informant file will be maintained in a secure location by the Undercover Section Commander of the Special Investigations Bureau.
- 516.03 When a confidential informant is developed by an officer, the name of the informant will be submitted to the Special Investigations Bureau Undercover Section Commander by that officer, or by his/her supervisor. Upon receipt of the information, the master file list will be reviewed by the Undercover Section Commander (or his/her designee) to prevent duplication of code numbers and names. A new code number will be assigned to the person's name. A supervisor will relay this code number only to his/her Bureau Commander and the controlling officer who submitted the informant's name. An officer will only release the informant's code number to his/her supervisor.
- 516.04 R The informant file is maintained by the Undercover Section Commander, who will be responsible for updating and reviewing it annually. Informants who are not active will be removed from the current Bureau file and placed in the inactive status file, which is kept by the Undercover Section. In-active confidential informant files will be maintained for a minimum of five years.
- 516.05 Prior to an officer obtaining a confidential informant code number for an informant, the controlling officer shall obtain the following information:
- A. Complete a Personal History Sheet [WPD Form 322-003], listing the type of information the informant can provide;
 - B. Contact the Special Investigations Bureau Undercover Section Commander, obtain and complete a Confidential Contributor Identifier Card [WPD Form 322-507], which includes taking a photograph and right thumb print of the informant;
 - C. Have the informant read and sign the Cooperating Individual Agreement, after discussing it with him/her line by line;
 - D. Conduct a background check on the informant prior to using any of his/her information. This check shall include a thorough local and NCIC check through Interstate Identification Index. If the informant has been utilized by other police agencies, the controlling officer shall attempt to verify reliability with that agency. This information, along with any printout of criminal history, should be delivered to the Undercover Section Commander either in person or in a sealed envelope, for inclusion into the informant's file.
- 516.06 Every confidential informant will be assigned a control officer. This officer will normally be the primary contact to which the confidential informant directs his/her information. The control officer is normally the same officer who developed this person as a confidential source of information.
- 516.07 The controlling officer is responsible for documenting the performance of his/her informant(s). Each time the informant is paid or makes a case, the controlling officer will be responsible for providing this information to the Undercover Section Commander, or designee, so the following information can be documented in the informant's file on his/her payment record.
- A. Incident number;
 - B. Defendant's name;
 - C. Date; and
 - D. Amount paid (if applicable).
- This information may be used years later by other detectives or other police agencies to show the reliability of this confidential informant.
- 516.08 Officers working confidential informants will adhere to the following guidelines:
- A. When meeting with a confidential informant, the officer's prime consideration will be safety and control. Two (2) officers will meet with the confidential informant whenever possible.
 - B. Officers and confidential informant contacts will be of a strictly professional nature. Non-essential social or business contacts are expressly prohibited. Officers are prohibited from accepting gifts, loans, or other items or

- services from confidential informants. Officers will not engage in either business or personal transactions with an informant.
- C. Informants who are to participate in an undercover purchase of controlled substances or anything else of potential evidentiary value will be thoroughly searched both before and after the undercover operation, and when possible, kept under continuous observation during the undercover operation.
 - D. No informant who is suspected of being under the influence of drugs or alcohol will be utilized at that time as a confidential informant.
 - E. Each time a confidential informant is paid any money, a Wichita Police Department Special Investigations Bureau Expense/Check Out Report [WPD Form # 322-615] will be signed by:
 - 1. The controlling officer;
 - 2. The confidential informant; and
 - 3. Another officer as a witness.
 - F. All Expense/Check Out Report forms shall be submitted to the supervisor of the controlling officer, using the confidential informant's code number indicated on the card.